

GEORGIA STATE BOARD OF EXAMINERS FOR CERTIFICATION OF  
WATER AND WASTEWATER TREATMENT PLANT OPERATORS  
AND LABORATORY ANALYSTS  
237 COLISEUM DRIVE  
MACON, GA 31217  
478.207.2440  
www.sos.ga.gov

DO NOT WRITE IN THIS SECTION  
RECEIPT # \_\_\_\_\_  
AMOUNT \_\_\_\_\_  
APPLICANT # \_\_\_\_\_  
INITIAL \_\_\_\_ DATE \_\_\_\_\_

APPLICATION FOR REINSTATEMENT OF CERTIFICATION  
Reinstatement Fee: \$165.00 Non-Refundable (Make Payable to GA Board of W/WW)

APPLICATION IS MADE FOR  
REINSTATEMENT OF CERTIFICATE #: \_\_\_\_\_ DATE EXPIRED: \_\_\_\_\_  
(ONLY ONE CERTIFICATE MAY BE REINSTATED PER APPLICATION)

APPLICANT INFORMATION:

FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX (JR, SR, ETC)
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SOCIAL SECURITY NO.\*: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
\*THIS INFORMATION IS AUTHORIZED TO BE OBTAINED & DISCLOSED  
TO STATE & FEDERAL AGENCIES PURSUANT TO O.C.G.A. § 19-11-1 &  
O.C.G.A. § 20-3-295; 42 U.S.C.A. § 551 & 20 U.S.C.A. § 1001.

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

PLACE OF BIRTH:

Gender: \_\_\_\_ Male \_\_\_\_ Female

\_\_\_\_\_  
City State Or Country

PHYSICAL LOCATION ADDRESS:

STREET (OR POST OFFICE BOX)	CITY	COUNTY	STATE	ZIP CODE
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TELEPHONE #	FAX #
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MAILING ADDRESS (THIS ADDRESS WILL BE USED FOR DELIVERY OF YOUR CERTIFICATE & WILL APPEAR ON LICENSE):

STREET	CITY	COUNTY	STATE	ZIP CODE
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TELEPHONE #	EMAIL ADDRESS** (FOR CORRESPONDENCE FROM THE BOARD)
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EMPLOYER NAME: \_\_\_\_\_

\*\*Acknowledgement of your application will be sent by email. If any additional information is needed, email is the most efficient way for the Board staff to contact you. Also, useful information such as notifications regarding certificate issuance and renewal will be sent via email. Please notify the Board of any email address change. Your email address will not be shared with any third party.

COMPLETE SECTION A OR B:

A.

\_\_\_\_\_ Application is made in accordance with Rule 750-7-.02(2) because my certificate has been lapsed for **2 years or less**.

\_\_\_\_\_ In addition to this application and the required reinstatement fee, I am enclosing a copy of my **Continuing Education Completion Certificate(s)** for the required amount of points to reinstate this certificate.

B.

\_\_\_\_\_ Application is made in accordance with Rule 750-7-.02(3) because my certificate has been lapsed **for more than 2 years**. In addition to this application and the required reinstatement fee, I am enclosing the following:

\_\_\_\_\_ Proof of passage of the appropriate examination since my certificate lapsed; and

\_\_\_\_\_ Evidence of education required for this class and category of certificate. (Submit only if current education requirements in Rule 750-7-.03 differ from those required at time of original Certification in this class and category)

**The following questions must be answered regarding the period since the date of your last renewal.** If you answer "Yes" to any questions, provide documentation, including dates and places of arrest(s) and/or conviction(s) **with documentation**. Attach additional pages, if necessary. **Convictions will require certified copies of final court dispositions to be included with this application. Failure to provide final dispositions will delay consideration of your application.**

Since the date of your last renewal of this certificate, have you been arrested, convicted, sentenced, entered a plea of guilty or nolo contendere, or been given "First Offender" status for any felony or misdemeanor (other than minor traffic violation)? DUI and DWI are not minor traffic offenses.

\_\_\_\_\_ YES \_\_\_\_\_ NO

Since the date of your last renewal of this certificate, have you had a license or certificate revoked, suspended, or otherwise sanctioned by any Board or agency in Georgia or any other state?

\_\_\_\_\_ YES \_\_\_\_\_ NO

Were you denied issuance of or, pursuant to disciplinary proceeding, refused renewal of any license or certificate by any Board or agency in Georgia or any other state?

\_\_\_\_\_ YES \_\_\_\_\_ NO

## AFFIDAVIT

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia State Board of Examiners for Certification of Water & Wastewater Treatment Plant Operators & Laboratory Analysts, and I agree to abide by these laws and rules, as amended from time to time.

I also understand that if I have made a false statement on the application, or if I am found to have been convicted of a felony and have not had all of my civil rights restored pursuant to the law, **the Board may suspend my registration without a prior hearing.** I shall be entitled to a hearing after the suspension of my registration.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate pursuant to O.C.G.A. § 50-36-1:

1) \_\_\_\_\_ I am a United States citizen 18 years of age or older. **Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or other document as indicated on pages 4 and 5 of the application.**

2) \_\_\_\_\_ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

STATE OF GEORGIA

COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF DESIGNEE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

## **Secure and Verifiable Documents Under O.C.G.A. § 50-36-2**

Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 ("IIREA") provides that "[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law's website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General." O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- ☐ A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ A driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:  
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ A Merchant Mariner Document or Merchant Mariner Credential issued by the United

States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

☐ A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

☐ A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

☐ A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

☐ A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

☐ A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

☐ A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

☐ In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]

**CHAPTER 750-6**  
**RENEWAL AND CONTINUING EDUCATION**

**Excerpt**

**750-6-.01      Expiration Date.**

All certificates expire June 30 of odd-number years.

**750-6-.02      Renewal of a Certificate. Amended.**

- (1) An Application for renewal of a certificate must be accompanied by a renewal fee (See Fee Schedule) and attestation of continuing education points accumulated since the last renewal period. The following chart lists the required number of points for each renewal certification:

<b><u>CERTIFICATION HELD</u></b>	<b><u>CONTINUING EDUCATION POINTS</u></b>
Class I Operator Water & Wastewater	18
Class II Operator Water & Wastewater	12
Industrial Wastewater Operator	12
Laboratory Analyst Water & Wastewater	12
Class III Operator Water & Wastewater	6
Water Distribution System Operator	6
Wastewater Collection System Operator	6
Class IV Operator Water & Wastewater	2

- (2) The biennial renewal fee is due and payable by June 30 of odd numbered years. A surcharge will be added for payments, which are received within a three-month penalty period, between July 1 and September 30 of odd-numbered years. (See Fee Schedule) Any continuing education points acquired to renew that certificate during the penalty period may not be used again during the next renewal cycle.
- (3) An individual who passes an examination required by the Board for certification is exempt from all continuing education requirements for the first following renewal period after passage of the exam.
- (4) If more than one continuing education course is needed to equal the required continuing education points to be eligible for a renewal, then the same course cannot be attended more than once to equal the required continuing education points in the same renewal period. However, the same continuing education course can be attended during a different renewal period.

**750-6-.03      Renewal of More Than One Certificate. Amended**

- (1) An operator may maintain current certification in only one class of a category. When a person receives a higher-class certificate, their lower class certificate shall be rendered void.
- (2) An operator or analyst who holds more than one certificate must submit the following:
  - (a) Renewal application for each certificate;
  - (b) Renewal fee for each certificate; and
  - (c) Attestation of the highest number of continuing education points which are required to renew any of the Operator's or Laboratory Analyst's certificates (i.e., 18, 12, or 6). A maximum of 18 points total could be required.

**750-6-.04      Basic, Advanced, and Continuing Education Courses.**

- (1) The Board shall maintain a list of currently approved course providers in accordance with eligibility criteria published by the Board. Course providers must be approved by the Board or its designee in order for applicants to receive credit. The Board may also elect to approve individual courses. A request by a course provider for approval must be submitted on a form that may be obtained from the Board and must be accompanied by the appropriate fee and supporting documents as required by the Board (See Fee Schedule). All course approvals shall expire on or before January 31 of even-numbered years.

**750-6-.05      Documentation of Continuing Education. Amended**

- (1) Each operator or laboratory analyst shall maintain for three years their own record of the continuing education activities which they have completed. The Board will not maintain continuing education files.
- (2) Applicant shall attest on their biennial application that they have satisfied the continuing education requirements set out in these Rules. Documentation of these activities should be retained by the applicant and sent to the Board (unless required to do so under section 750-6-.05(3) below). False attestation of satisfaction of the continuing education requirements on an application shall subject the applicant to disciplinary action, including revocation.
- (3) The Board may conduct an audit of the renewal applications to insure compliance with requirements. Applicants who are audited will be required to document their continuing education activities. Documentation must be in the form of a certification of attendance, a statement signed by the provider verifying participation in the activity or an official transcript. Failure to provide the Board with documentation of the hours attested to on the renewal application shall be grounds for disapproving the application for renewal or, if the certificate has been renewed, revoking the certificate.

## CHAPTER 750-7

### REVOCATION AND REINSTATEMENT FOR FAILURE TO RENEW

#### Excerpt

#### **750-7-.01      Revocation for Failure to Renew**

Failure to renew a certificate by October 1 of renewal year shall have the same effect as revocation of the certificate.

#### **750-7-.02      Reinstatement.**

- (1) Certificates that have not been renewed may be reinstated at the discretion of the Board. An operator or analyst may not be issued more than one certificate number in a class and category.
- (2) Applications for reinstatement shall be accompanied by:
  - (a) A reinstatement fee established by the Board (See Fee Schedule);
  - (b) Evidence of the completion, since the last renewal, of the total continuing education points which would have been required if the certificate had been maintained in a current status; and
  - (c) Evidence of meeting the minimum current education requirements for that class and category of certificate.
- (3) If a certificate has lapsed for a period of more than 2 years, the Board shall require, as a prerequisite for reinstatement, passage of an examination for that category of certificate in lieu of the continuing education in paragraph (2)(b) of this rule.